

Seminole County

Classification Description

Classification Title: Project Manager II

Class Code: 4947

EEO Code: B

FLSA: Exempt

Revision Date: April 2010

General Statement of Job

Supervises sign fabrication shop activities, and oversees striping contract management and all Community Traffic Safety related projects. Serves as liaison for Traffic Engineering with municipalities and State agencies. Coordinates multiple traffic safety projects and programs through the Community Traffic Safety Team (CTST). Initiates and promotes traffic safety-related functions. Assists with various safety programs related to Traffic Engineering and assists with coordination of all CTST projects, including the Child Passenger Safety Program, Mock DUI Program, and Problems and Solutions. Serves as Vice-chair of the Seminole County Community Traffic Safety Team.

Essential Functions

Essential Functions: *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*

Coordinates a variety of projects related to the traffic safety section.

Coordinates all SAFE KIDS van activities, schedules necessary van maintenance, and coordinates use of van by Orange County SAFE KIDS.

Maintains CTST website, announcements, and calendar.

Attends monthly CTST meetings, SAFE KIDS meetings, and quarterly CTST Coalition meetings.

Coordinates Problems and Solutions responses from Seminole County for review at the CTST meeting.

Assists with various classroom instruction and presentations relating to the CTST, Traffic Engineering, and SAFE KIDS.

Serves as Vice-chair of the Seminole County CTST.

Additional Duties:

Performs other related work as required.

Minimum Qualifications

Completion of Bachelor's Degree and six (6) years experience related to traffic safety required. An equivalent combination of education and experience may substitute for requirements.

Special Requirements

Valid Class E driver license.

Technical Requirements

IMSA Safety in the Work Zone certification; Level I, II and III Signing & Markings certifications, various computer program knowledge (Lotus Notes; Mainstar), CPS Technician certification, and Operation Lifesaver certification.

Working Conditions

Normal office work with some fieldwork. Typically riding in truck or sitting at desk or table.